

TOWN OF WESTFORD NOTICE OF JOB OPENING

Position: Staff Librarian –Library Substitute

(CWA Union Position)

Principle Duties and Responsibilities:

Position Summary:

Answers in-depth reference and research questions accurately and efficiently based upon a professional knowledge of information sources, reference procedures, electronic, CD Rom and Web resources, Social and Physical Sciences, and Humanities literature. Assists Senior Librarian in implementation of programs, outreach and bibliographic tasks. Promotes Reader Advisory and Reference services via public presentations, specialized programs and news releases. Related work as required.

Principal Responsibilities:

1. Performs a variety of duties in the direct delivery of professional departmental service to the public, including Reference, Reader's Advisory, Referral and program and publicity assistance but displays sound knowledge of entire Library's reference resources.
2. Assists in orienting public to, electronic databases, CD ROM reference formats and Web-based resources.
3. Logs in all serial and periodical formats daily and refers issue claims to Serials Librarian.
4. May engage in network transfers, including generation of the pull-list of requested items from network libraries, locating, checking out, labeling and packaging materials for the delivery system by Library Technicians and staff providing support to the ILL sub-division.
5. Follows standard overdue, billing and collection steps to procure return of borrowed items.
6. Responsible for routine back-up and maintenance of personal computer. Responsible for sub-divisional supplies, equipment and peripherals budgets.
7. Reproduces approved forms, fliers, promotionals and handouts as required; distributes and replenishes supplies.
8. Supports and assists in the handling of inter-library resource sharing via the packing, unpacking, sorting, labeling, forwarding, and/or calling of network transfers and inter-library loans.
9. Maintains and reports statistical data, performs surveys and provides detailed analysis of collection current usage and trends. Assesses and develops collection contents.
10. Collects, records and collates collection, technical and usage statistical data for identification and tracking of trends, usage, cost savings and demographics.
11. May assist division head in collection development, collection maintenance, weeding selection, and creation of specialized collections; assists in bibliographic tasks designed to inform and instruct users on specialized collections.
12. Provides professional reference, reader's advisory, referral, instruction and information service to the public. May be responsible for interactive Web-based reference and referral.
13. Interprets and enforces library policies and procedures, referring the public to the division head or Administration when appropriate.

14. Participates in the development, implementation and operations of a variety of specialized programs, educational displays and events relating to reference and reader advisory service.
15. Assists division head in administering and coordinating publicity and promotional campaigns to promote Reader Services, working in conjunction with other staff and keeping staff informed of same.
16. May support division head in the preparation and administration of the annual departmental budget.
17. Assists patrons with on-line catalog and specialized reference equipment; instructs public in use of automated and reference resources.
18. Responsible for a continued knowledge of current professional literature relating to departmental development, materials selection, automated procedures, and professional issues.
19. Attends Staff Meetings and division meetings. Regularly attends meetings and workshops pertinent to professional development; may participate in activities and task forces related to the automated network.
20. Is responsible for scheduled routine evening and weekend coverage of library public service desks, providing as needed, juvenile or adult patron reference assistance or circulation control.
21. Based on need, may be required to work flexible hours.

Qualifications and Requirements:

Proficiency in the use of automated systems for the collection, storage, and/or retrieval of information systems. Strong organizational skills and detail-oriented focus. Strong interpersonal skills and an ability to work independently. Ability to set priorities and work with frequent interruptions.

Education:

A Master's Degree or Professional Certification in Library Science with accreditation from the American Library Association with one to three years experience in public library service with relevant course work or concentration in departmental area. Professional training in Reading Development, Reading Arts, Language Arts, Social and Physical Sciences, and Humanities literature as well as electronic and Web-based resources. Any equivalent combination of education and experience. A CORI check will be conducted for all employees prior to hiring and at subsequent intervals.

Salary: \$22.72/Hour

Location: J.V. Fletcher Library

Approximate Start Date: 10/1/2015

Direct Report: Head of Reference & Information Services

Status:

Recruiting both within and outside the Town. If interested, please submit a resume to Human Resources, Town Hall, 55 Main Street, Westford, MA 01886. Or email to: HR@westfordma.gov
Please reference Requisition #: 16-259-L

The Town of Westford is an equal opportunity employer committed to workforce diversity.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.

Post: September 23, 2015

Remove: October 7, 2015